



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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PERSONNEL POLICY NO. 68

EFFECTIVE DATE: July 15, 2004

SUBJECT: Flexible Special Entrance Rate for Printing Press
Master Operator

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Special Entrance Rate for positions in the Printing Press Master Operator job title.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment, retention and other business reasons.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of July 15, 2004, individuals hired in positions that are in the Printing Press Master Operator job title will be hired at the established Special Entrance Rate.

Personnel Action Requests (PAR) requesting an appointment in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

Effective July 15, 2004, the pay of employees who occupy positions in the Printing Press Master Operator job title will be increased by a percentage as indicated in the

attachment to this policy or to the new Special Entrance Rate, whichever is greater, not to exceed the Maximum of the pay grade.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective November 25, 2003, the Civil Service Commission approved statewide Flexible Special Entrance Rates for all jobs in the WS pay schedule.

The following chart reflects:

1. The job code, title and pay level of the job affected, and
2. The actual hire rate that will be utilized by the DOA when filling positions in this job from July 15, 2004 forward, and the percentage increase that will be implemented.

Job Code	Title	Pay Level	Biweekly Hire Rate 7/15/04	Percentage Increase
103760	Printing Press Master Operator	WS-213	\$1,139.20	7%